

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact Information:

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Location of the problem that is the subject of this complaint:

School: _____

Course or grade and teacher name: _____

Room Number or Name of Room: _____

Date problem was observed: _____ Only

the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint. Please check all that apply:

- 1. Textbooks and instructional materials:
 - A student does not have standards-aligned textbook or instructional materials or state-or district-adopted textbooks or other required instructional materials to use in class.
 - A student does not have access to instructional materials to use at home or after school.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

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- 2. A student was provided photocopied sheet from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- 3. Teacher vacancy or misassignment:
 - A semester begins and a teacher vacancy exists, as defined in Education Code 35186 and AR 1312.4.
 - A teacher lacking credentials or training to teach English learners is assigned to teach a class

with more than 20% English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. Facility conditions:

A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation: _____

Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location by filling in the spaces below.

Please file this complaint with the person specified below at the following location:

(principal or title of designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature) (date)

Rev. 9/05